

RFP DLIR/WDD 2014-3: Addendum #2

ETF Macro

This Addendum consists of part A with amendments to RFP No. DLIR/WDD2014-1 and part B, responses to questions raised by prospective applicants.

December 24, 2013

A. Amendments to RFP:

The original language and amended language are provided below.

- 1) Page: "Request for Proposals," paragraph two, sentence three (3) :

Original sentence:

*Of the seven potentially available grants, up to **three (4)** are projected to be awarded for state-wide proposals.*

Amended sentence:

*Of the seven potentially available grants, up to **four (4)** are projected to be awarded for state-wide proposals.*

- 2) Section 2, 1. E, First sentence of first full paragraph (Page: 2-3)

Original sentence:

*Up to **seven (8)** grants, not to exceed \$125,000 per grant, wil be awarded under this request for proposals (RFP). There will be funding for up to **three (4)** grants that focus on statewide training proposals.*

Amended sentence:

*Up to **eight (8)** grants, not to exceed \$125,000 per grant, wil be awarded under this request for proposals (RFP). There will be funding for up to **four (4)** grants that focus on statewide training proposals.*

- 3) Section 2.4.B. 2, fourth paragraph (Page 2-9)

Original Language:

Under the ETF Agreement, General Conditions, Section 26, Ownership Rights and Copyright, any equipment purchased with ETF funds becomes the property of the State of Hawaii after the termination date of the Agreement. Any curricular material or computer software developed by the project is also the property of the State and cannot be copyrighted. If the project continues and its performance is satisfactory, it is usually in the best interest of the State to permit continued use of the equipment and curricular materials for training purposes.

Amended paragraph (Deleted last sentence)

Under the ETF Agreement, General Conditions, Section 26, Ownership Rights and Copyright, any equipment purchased with ETF funds becomes the property of the State of Hawaii after the termination date of the Agreement. Any curricular material or computer software developed by the project is also the property of the State and cannot be copyrighted.

B. Questions and Responses

Q1: Can you explain how the cost reimbursement works? What would a typical organization do for reimbursement and what needs to be provided?

Cost reimbursement means that any costs incurred during the term of the project that was included in the RFP budget would be reimbursed with proper documentation showing evidence of items or services acquired. The contractor would be required to pay for its expenses when incurred and bill DLIR for reimbursement. For more details, refer to Section 2.5 (Page 2-13) for more information on cost reimbursement. For additional reference, an excel file of the ETF ECRR (as mentioned in Section 2.5) will be uploaded to the SPO site.

Q2: Who owns for example equipment (e.g. laptops) at the end of the project period?

Original language in Section 2.4 Scope of Work, B. 2, fourth paragraph (Page 2-9) has been amended. Refer to Section A, Change 3 in this amendment.

Ownership of equipment purchase for the project will revert back to the State upon completion of the project. Custody of equipment will revert back to the State upon completion of the project. State retains ownership of all products developed under the project including curriculum and software. Vendors may continue to utilize the curriculum or software after the completion of the contract. However, vendors that utilize the software or curriculum after the completion of the project will not have exclusive rights or usage.

Q3: Do we include form 205 and 205A as attachments in the proposal? They look like the same form.

Form 205 is designated as an applicant's Budget Form. Form 205 A is the Organization-Wide Budget by Source of Funds. The line items in both forms are the same. In the RFP, Proposal Application Checklist (Attachment A) only Form 205A is required. In columns B, C, and D, applicants would fill in the header to denote budget requested from ETF and separate sources of other funding (in-kind contributions from your organizations and other partner groups). Further instructions are listed in Attachment C of the RFP proposal.

Q4: Do we need to explain accounting and payment in the proposal? I am not sure of what your requirements are so I do not know what procedure to put in place.

Applicants are asked to describe their existing accounting procedures in relation to procurement and invoicing. WDD would like to ensure that applicants that do receive awards are able to demonstrate their organization's capability of maintaining sound fiscal records, relevant records, and timely payment. Applicants may use their discretion as to the manner and level of disclosure on how their organization's accounting and payment system operates. The more information provided will allow evaluators to gain a deeper understanding of an applicant's accounting and payment capability.

Q5: Is there a format or specific requirement for Table A, B, C in Table of Contents?

Attachment B, Table of Contents is a generic template that an applicant may use as a suggested format. So long as the proposal is properly outlined in the Table of Contents, applicants are free to determine the incorporation of tables into the proposal is appropriate.

Q6: If I were to submit an attachment of outcome results for a sample evaluation, would that suffice?

Yes.

Q7: Can grant funds be used to supplement the employer/customer training? For example, if customer training costs \$5,000, does customer pay for training or will payment come from the fund?

During the course of the award, applicants can propose to use requested funds toward offsetting training costs. However, applicants are reminded that there will be no continual funding after the award period has ended. Section 2.4, Scope of Work, A.8 (Page 2-7) clearly states that projects should anticipate continuing the program after the term of the project without further assistance from the State.

Q8: What incentives can the State give to employers to take advantage of a training program that we develop?

Buy-in by employers to design and participate in the training is crucial for success in the project. This RPF only allows an association, organization, or consortia of employers to submit a proposal to assure the training developed will be beneficial for the employers' needs. It is the responsibility of the applying organization to do their due diligence in ascertaining the feasibility of their proposal. Based on project feasibility, if an applicant were to be given an award, project outcomes should also mirror or closely reflect applicant's projected goals (Section 2.1.C).

Q9: Is it possible to get a grant filing extension?

At this time, there is no intention to extend the grant deadline beyond the original date of January 6, 2014.

Q10: Is there a cap or limit of how many grants will be given to each organization who submitting a bid?

Section 2.1 D (page 2-2) states that only one proposal per applicant will be accepted. In the event that multiple applications are submitted, the proposal submitted closest to the submittal deadline will be considered.